



HRORG Organizational Management

Chapter 1 - Overview



Roles and Responsibilities

Agency Org and Comp Management

- Assigned to an agency central human resource office
- Monitors organization and compensation structure for an individual agency



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The Agency Org and Comp Management is a Read only role.
Monitors (displays) entries of changes in rates of compensation for new or current agency employees.
Monitors (displays) entries of changes in crossgrades / downgrades of positions.
Displays agencywide position data and produces reports as needed.



Roles and Responsibilities

Agency Org and Comp Specialist

- Assigned to an agency central Human Resource office
- Data enters approved changes in the Organizational Management module



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- Enters crossgrade / downgrade of positions.
- Maintains position attributes, i. e., cost centers, cost distributions, employee groups and subgroups (wage type).
- Displays agencywide position data and produces reports as needed.
- Transfers positions across organizational units within the same agency or silo.
- Modifies organizational structure to reflect reorganization.
- Maintains position attributes, i. e., cost centers, and cost distributions.



Enterprise Structure

The screenshot shows the SAP 'Display Acct. Assignment Features' window. The main data area contains the following fields:

Position	L033	HOME HEALTH NURSE I
Planning status	Active	
Validity	01/01/1900	to 12/31/9999

Below this is a sub-table for 'Acct. Assignment Features':

Company code	ARK	State of Arkansas
Business area	DEPARTMENT OF HEALTH	
Personnel area	HL09	Saline County
Pers. subarea	NEL1	NOT,EX,ASHB
CO area	ARK	State of Arkansas

At the bottom right of the sub-table, it says 'Record 1 of 1'. The status bar at the very bottom shows 'MP100800', 'sepqas', and 'INS'.

Structures enable you to set up organizational hierarchies and person relationships in AASIS. There are four structures in AASIS. The first structure is the **Enterprise structure**.

The Enterprise structure contains the company code. The company code is set up in the Controlling module and is also linked to the Financial Accounting module through intergration. It is the level at which legally-required financial statements such as balance sheets and profit and loss statements are created.



Personnel Structure

Acct. Assignment Features	
Company code	ARK State of Arkansas
Business area	DEPARTMENT OF HEALTH
Personnel area	HL09 Saline County
Pers. subarea	NEL1 NOT_Ext_ASHB
CO area	ARK State of Arkansas

The second structure is the **Personnel structure**.

The Personnel structure includes business area, personnel area, personnel subarea and CO area (Finance (FI) Controlling).

The Business area is a four digit numeric value to identify an agency.

The Personnel area is a 4 digit alphanumeric code. The first 2 digits represent the agency and the next 2 digits represent the location.

The Personnel subarea is a 4 digit alphanumeric code. The personnel subarea indicates what type of leave and timekeeping rules are required for a given position. If the personnel subarea begins with an 'O' then the position is non-exempt and time must be entered in the system. For example, 'OAL1'-the employee is eligible for overtime, they have a standard work week, they are eligible to bank 240 hours and accrue annual, sick, holiday and birthday.

The CO area is the same as the company code which is the State of Arkansas.



Personnel Structure

The screenshot shows the SAP 'Display Employee Group/Subgroup' screen. The title bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'View', 'System', and 'Help'. The main content area displays the following information:

Position	L033	HOME HEALTH NURSE I
Planning status	Active	
Validity	01/01/1900 to 12/31/9999	Change information

Below this, the 'Employee Group/Subgroup' section is shown:

Employee group	Regular State Empl.
EE subgroup	UE Employee

At the bottom right of this section, it says 'Record 1 of 1'. The status bar at the very bottom shows 'MP101300', 'sapqas', and 'INS'.

The Employee group is a one digit numeric code that identifies the type of employee. Such as , '1' – Regular State Employee.

The Employee subgroup is a 2 digit alpha code that further identifies the type of employee. For example: 'UE' is a regular salaried employee and 'UC' is a uniform commissioned employee.

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Organizational Plan

The screenshot shows the SAP 'Display Relationships' screen. At the top is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'View', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Display Relationships' and contains a form for 'Additional data'. The form has the following fields: 'Position' (L033), 'HOME HEALTH NURSE I', 'Planning status' (Active), and 'Validity' (01/01/1900 to 12/31/9999). There is a 'Change information' button. Below this is a 'Relationships' section with a 'Relationship type/number' field set to '002' and 'Reports (line) to'. A 'Related object' section contains fields for 'Type of related object' (Position), 'ID of related object' (22107066), 'Abbreviation' (L156), and 'Name' (HLTH PUB HLTH NURSE II). There is also a 'Priority' field. At the bottom right, it says 'Record 1 of 5'. The bottom status bar shows 'MP100100', 'sapqas', and 'INS'.

The third structure is the **Organizational Plan**.

The Organizational Plan includes these elements: position, person, organizational unit, cost center and job.

The first element of the organizational plan is the **position**. The position is a specific job attached to an organizational unit. It forms a reporting structure when relationships are established to other positions.



Organizational Plan

The screenshot shows the SAP 'Display Relationships' screen. The top menu bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'View', 'System', and 'Help'. The title bar says 'SAP'. Below the menu is a toolbar with various icons. The main area is titled 'Display Relationships' and contains the following fields:

Position	L033	HOME HEALTH NURSE I
Planning status	Active	
Validity	06/10/2001 to 08/04/2001	<input type="button" value="Change information"/>

Relationships 01 S 22105993 1

Relationship type/number	008 Holder
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Related object

Type of related object	Person
ID of related object	00015165
Abbreviation	HICKS
Name	JAMES S HICKS

Priority

Staffing percentage	100.00 %
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Record 2 of 23

At the bottom right, there is a status bar showing 'QAS (2) (410)' and 'sapqas INS'.

The second element of the organizational plan is the **person**. A person is assigned to a position. The person is the holder of the position. The relationship between the position and the person creates integration in master data.



Organizational Plan

The screenshot displays the SAP HRORG - Organizational Management interface. The title bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'View', 'System', and 'Help'. The main window is titled 'Display Relationships'. It contains the following fields and sections:

- Position:** L033 HOME HEALTH NURSE I
- Planning status:** Active
- Validity:** 01/01/1900 to 12/31/9999. A 'Change Information' button is next to the date range.
- Relationships:** A section with a 'Relationship type/number' field showing '003 Belongs to'.
- Related object:** A section with the following fields:
 - Type of related object: Organizational unit
 - ID of related object: 21705254
 - Abbreviation: CE Region
 - Name: Home Health 09
- Priority:** A field with a dropdown arrow.
- Record 2 of 5** is displayed at the bottom right of the main content area.
- The status bar at the bottom shows 'MP100100', 'sapqas', and 'INS'.

The third element of the organizational plan is the **organizational unit**. The organizational unit describes distinct business areas within the State of Arkansas. Also, the organizational unit forms an organizational structure when combined with other organizational units.



Organizational Plan

The screenshot shows the SAP 'Display Relationships' screen. At the top is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'View', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'Display Relationships'. Underneath, there's a section for 'Additional data' with fields for 'Position' (L033), 'HOME HEALTH NURSE I', 'Planning status' (Active), and 'Validity' (07/01/2001 to 12/31/9999). A 'Change information' button is next to the validity dates. Below this is a 'Relationships' section. It shows 'Relationship type/number' as 'B 007' and 'Is described by'. Underneath is a 'Related object' section with fields for 'Type of related object' (Job), 'ID of related object' (21668934), 'Abbreviation' (L034), and 'Name' (HOME HEALTH NURSE II). At the bottom of the relationships section, there are fields for 'Priority' and 'Weighting' (0.00 %). A status bar at the very bottom shows 'Record 5 of 5' and 'MP100100 sapqas INS'.

The fourth element of the organizational plan is the **job**. The job is the grouping of specific tasks routinely performed together. The job code is also the State of Arkansas class code.

When a person is hired in the Personnel Administration module, he or she is assigned to a position with a cost center assignment. The position belongs to a specific organizational unit and is described by a specific job.



Organizational Plan

Infotype Edit Goto Extras View System Help

Display Relationships

Additional data

Position: L033 HOME HEALTH NURSE I
Planning status: Active
Validity: 06/24/2001 to 12/31/9999 [Change information](#)

Relationships

Relationship type/number: 011 Cost center assignment

Related object

Type of related object: Cost center
ID of related object: 0000642337ARK
Abbreviation: LHU09 - ZHN
Name: LHU09 - ZHN BAA 36

Priority: ☐
Weighting: 100.00 %

Record 3 of 5

MP100100 sapqas INS

The fifth element of the organizational plan is the **cost center**. The cost center is a financial accounting structure to which costs can be posted.

Cost Center Accounting is used to determine where costs occur in the organization. Overhead costs are assigned to those organizational sub-areas where the costs occurred or where the responsibility lies.

Cost centers cannot be deleted once they have a history. This means that once payroll has been posted with a cost center, that cost center cannot be deleted.



Pay Grade Structure

The screenshot shows the SAP 'Display Planned Compensation' interface. At the top, there's a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'View', 'System', and 'Help'. Below the menu, the title 'Display Planned Compensation' is displayed. The main area contains several fields: 'Position' (L033), 'HOME HEALTH NURSE I', 'Planning status' (Active), and 'Validity' (07/01/2001 to 12/31/9999). A 'Change information' button is next to the validity dates. Below these fields, there's a 'Planned Compensation' section with tabs for 'Pay grade', 'Pay scale', and 'Direct'. The 'Pay grade' tab is selected, showing 'Salary structure data' with fields for 'Ctry grouping' (USA), 'Pay grade type' (01 Classified), 'Pay grade area' (01 State of Arkansas), 'Pay grade' (18), 'Pay grade level' (01 to 03), and 'Key date' (04/16/2003). At the bottom, there's a 'Currency key' (USDN) and 'Pay grade' (11.4250 to 22.4673) section, along with a 'Reference salary' (0.0000). The bottom right corner shows 'MP100500', 'sapqas', and 'INS'.

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The fourth structure is the **Pay grade structure**.

The Pay grade structure includes pay grade type, pay grade area, and pay grade group.

The pay grade structure covers regional, position-specific, financial, and time-related aspects. It also takes into account the differences between hourly and salaried employees and circumstances related to pay grade changes.

You attach the pay grade structure to a position by linking it to a specific job.

An employee is assigned to a pay grade structure on the Basic Pay infotype (0008) when certain Personnel Administration actions are processed. Such as hire, promotion, demotion, and change in pay.



Objects Methodology

List display with change Relationships

Position: K025 COUNTY HEALTH RECORDS CLERK I
 Planning status: Active
 Relationships: 01 S 22105639 1

Start	End date	R. Rel.	Relationship	R. Rel'd objec.	Abbr.	% rate
01/01/1900	12/31/9999	A 002	Reports to	S 22106936	L156	0.00
01/01/1900	12/31/9999	A 003	Belongs to	O 21704591	SW Region	0.00
08/05/2001	12/31/9999	A 008	Holder	F 00014386	HALL	100.00
06/24/2001	12/31/9999	A 011	Cost center	K 000064345	LHU68 - Gra	100.00
07/01/2001	12/31/9999	B 007	Is describ	C 21669781	K024	0.00

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QAS (1) (410) sapqas INS

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Organizational management is based upon the concept that each element in an organization represents a stand-alone object with individual characteristics.

Objects in AASIS are:

Position, represented by the letter “S”

Person, represented by the letter “P”

Organizational unit, represented by the letter “O”

Job, represented by the letter “C”

Cost Center, represented by the letter “K”

Work Center, represented by the letter “A”

These objects are created and maintained separately. Each one has various attributes.

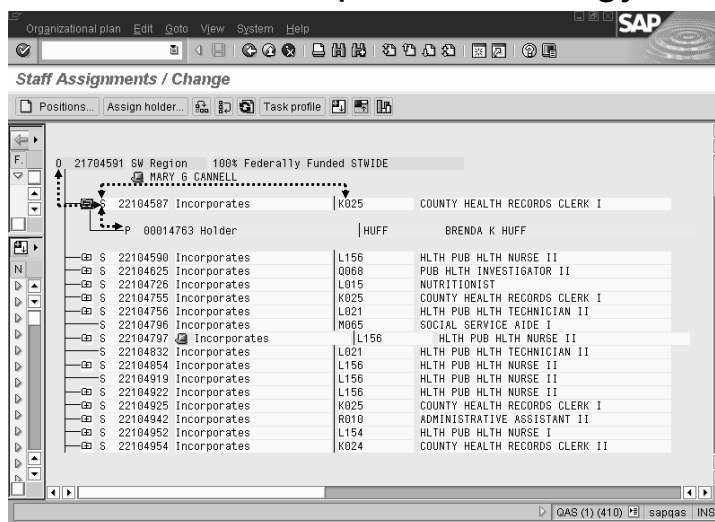
For example, cost center is an attribute of a position.

Objects consist of two components:

1. All objects will have a system generated identification number. Every object will have a short text (i.e. K024) and a long text (i.e. County Health Records Clerk I).
2. The structural relationship or relationships between the object and other objects. Please see the above example.



Relationships Methodology



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In the relationships methodology, objects are linked to each other by relationships to form an organizational structure. Relationships are a descriptive and functional link between objects.

For example, a *position* stands alone until it is linked with a job, an organizational unit, and ultimately, a person.

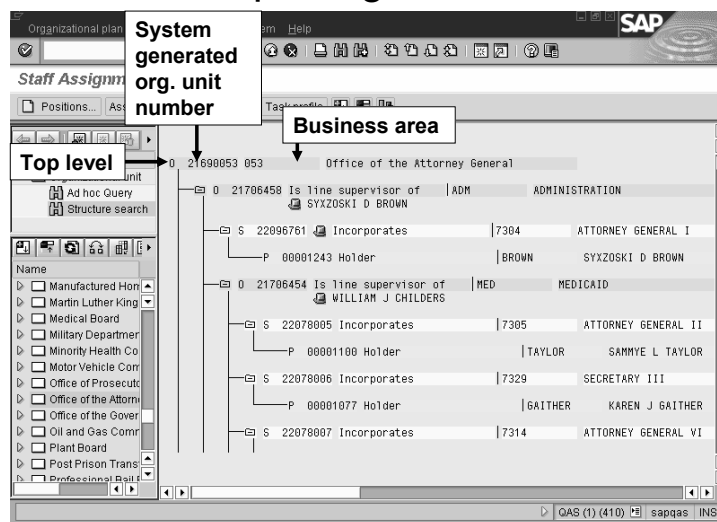
Relationships between objects are reciprocal. If a job describes a position, then the position is described by the job. When you assign a relationship, AASIS automatically creates its inverse relationship.

This structure has the flexibility to handle Human Resources planning, forecasting, and reporting.

The organizational Unit “O” is linked to the position “S”. The position “S” is linked to the job “C” and to the person “P”.



Reporting Structure



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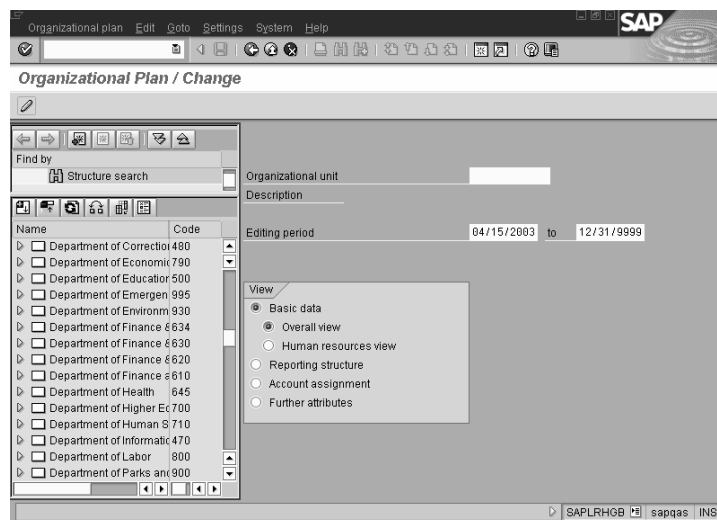
A company's organizational structure is represented on the left as it may exist "today". Using the Organization and Planning component, any type of reorganization can be planned, from changing position titles to restructuring entire divisions or departments.

The system offers a graphics-based environment to accomplish this task, with which you can visually move, add, and change objects quickly and easily.

If the top level organizational unit between business areas needs to be changed, the agency must be changed by OPM/Class & Compensation. (For example: During the Legislative session, an agency is merged with another agency; or, during the Legislative session, the agency ceases to exist.)



Organizational Management Integration



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Organizational Management is the component where an “Organizational Plan” is developed that depicts the State of Arkansas organizational hierarchy.

This is where the structure of the State of Arkansas is developed, with organizational units, jobs, and positions.

Once the organizational plan is in place, persons can be assigned to specific positions. This assignment process occurs in *Personnel Administration*.



Integration Points in AASIS

The screenshot shows the SAP 'Display Organizational Assignment' (SAP T-Code: S001) interface. The title bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The main window is titled 'Display Organizational Assignment' and contains several tabs: 'Org Structure', 'Enterprise structure', 'Personnel structure', 'Organizational plan', and 'Administrator'. The 'Org Structure' tab is active, displaying the following data:

Personnel no.	50004	Name	Tester ..	Status	Active
EE group	1	Regular State Em..	Personnel ar	FA01	DFA
EE subgroup	U0	Hourly	SSN	888-99-8888	
From	06/24/2001	to	12/31/9999	Chng	11/01/2002 DMHILL02

The 'Enterprise structure' tab shows:

CoCode	ARK	State of Arkansas	Leg.person	
Pers.area	FA01	DFA	Subarea	0AL1 OT,Std,ASHB
Cost ctr	383201	Ctrl Adm 272 HSC..	Bus. area	0610 DEPT OF FINANCE AND ..

The 'Personnel structure' tab shows:

EE group	1	Regular State Empl.	Payr.area	11	Arkansas Bi-Weekly
EE subgroup	U0	Hourly	Contract	1000 Hours/Year	

The 'Organizational plan' tab shows:

Percentage	100.00
Position	22114162 R264
Job key	21669239 R264

The 'Administrator' tab shows:

Personnel	103	Beth Wood
Time	103 <td>Beth Wood</td>	Beth Wood
Payroll	103 <td>Beth Wood</td>	Beth Wood

The status bar at the bottom shows 'MP000100', 'sapgas', and 'INS'.

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Personnel Administration is the component where personnel actions occur and personnel master data is created and maintained. Persons are also assigned to positions which are created and maintained in *Organizational Management*.

Organizational Management and Personnel Administration are two separate components of the HR module where information is processed. Yet, they are dependent upon each other and create the balance that makes up HR.

Personnel Administration integrates with other parts of the AASIS system, such as:

- HR master data entered in *Personnel Administration* is used during time evaluation in the *Time Management* component.

- When a person is assigned to a position in *Personnel Administration*, the objects that are related to the position, such as the organizational unit, the cost center, and the job, are also carried over to the Organizational Assignment infotype (0001). Positions are maintained in *Organizational Management*.

- Every change to an organizational unit is stored in both the Organizational Assignment infotype (0001) and in the organizational plan.

Integration Points in AASIS

[illegible]

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Time – Any Cost Center with or without a WBS element or Internal Order entered on CATS will override the Master cost center assigned to the position. Therefore, it is important to verify that the Cost Center with or without a WBS element or Internal Order is assigned to a fund with sufficient monies to cover the employee's payroll.



Integration Points in AASIS

The screenshot shows the SAP Infotype 0001 'Display General Benefits Information' screen. The top bar includes the SAP logo and standard menu options (Infotype, Edit, Goto, Extras, System, Help). The main data area is divided into two sections: 'Personnel Data' and 'General Benefits Information'.

Personnel no.	Name	Tester	Status	Active
50004	Regular State Em...	FA01	DFA	

EE group	EE subgroup	From	to	Chng	Chng Date	Chng User
1	U0 Hourly	06/24/2001	12/31/9999	04/24/2002		RHMORRISSEY

General Benefits Information	
Benefit area	US State of Arkansas-US
1st Program grouping	1000 ASE General
2nd Program grouping	ALLB All Benefits

The bottom status bar shows the user ID 'MP017100', the system 'sapgas', and the user 'INS'.

Benefits – The integration of Organizational Management and Benefits involves the position attributes, such as employee group, employee subgroup and personnel area. These three attributes along with the work contract information (which is selected by Personnel Administration on infotype 0001) determines the 1st and 2nd program grouping. These program groupings define the benefits the employee is eligible to be enrolled into.



Integration Points in AASIS

Infotype Edit Goto Wage types Extras System Help

Display Basic Pay - IT 0008

Salary amount Payments and deductions

Personnel no. 30948 Name aspers Status Active

EE group 1 Regular State Em... Personnel ar SP01 ASP Little Rock

EE subgroup UC Uniform commiss... SSN 021-41-9566

From 06/23/2002 to 12/31/9999 Chng 08/28/2002 DLBOWEN

Salary

Reason 02 New Hire at Band1 Cap. util. Mt 100.00

Type 01 Classified WkHrs/period 80.00 Bi-weekly

Area 01 State of Arkansas

Group 19 Level 01 Annual salary 36,524.80 USD

Wage type name	O. Amount	Curr. L. A.	Number	Unit
1000 Hourly rate	17.5600	USDN	0.00	

QAS (1) (410) sapqas INS

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Payroll – The Basic Pay infotype integrates with organizational management when an employee is hired, transferred, promoted or demoted into a position. The position defines the employee group; employee subgroup; personnel area; pay scale type (classified, non-classified or extra help); pay scale area (State of Arkansas or Special Administration Area); pay scale group (position grade); and pay scale level (minimum and maximum hourly pay range).

Much of this information is attached to the position in Organizational Management on the Planned Compensation infotype. It is important that this information be correct, to ensure the employee is paid appropriately.



Integration Points in AASIS

The screenshot displays the SAP 'Display Cluster RU (USA Payroll Results)' window. It shows payroll data for employee 00050004, including a table for 'WPBP Work center/basic pay' with columns for No, From, To, Action, Reas., Status, and act. The table contains three rows of data. The bottom status bar shows 'SAPMSSYO' and 'sepqas INS'.

No	From	To	Action	Reas.	Status	act.
01	09/29/2002	10/12/2002	ZF Hire			
04	21690610	21669239	1 OPEN08	100.00	14.00	14.00
336.00	80.00	100.00	01 01 18	01	8.00	5.00

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Payroll continued– The cost center assignment and cost distribution are the main components that affects payroll and Finance (FI) posting. A position may have multiple cost centers assigned to it. The Cost Distribution infotype links the WBS element or Internal Order to the position. A WBS element or Internal Order may be entered on Infotype 0014 Recurring Payments/Deductions, Infotype 0015 Additional Payments, or on the employee's timesheet. If the cost center, cost distribution, WBS element or Internal Order are wrong, FI posting will be incorrect.



Integration Points in AASIS

04/16/2003 13:28:49 Assign Cost Centers to FM Account Assignment 1

COAr	Cost_ctr	Cctr group	Cost elem	Cst elm gp	FFYr	FMA	Funds ctr	Cmat item	Fund
ARK	383201				2003	ARK	272		HSC6101
ARK	383202				2003	ARK	279		HSC6101
ARK	383210				2003	ARK	272		HSC6101
ARK	383211				2003	ARK	279		HSC6101
ARK	383220				2003	ARK	272		HSC6101
ARK	383221				2003	ARK	279		HSC6101
ARK	383225				2003	ARK	278		HSC6101
ARK	383226				2003	ARK	279		HSC6101
ARK	383230				2003	ARK	272		HSC6101
ARK	383231				2003	ARK	276		HSC6101
ARK	383232				2003	ARK	279		HSC6101
ARK	383240				2003	ARK	272		HSC6101
ARK	383242				2003	ARK	279		HSC6101
ARK	383245				2003	ARK	272		HSC6101
ARK	383246				2003	ARK	279		HSC6101
ARK	383250				2003	ARK	272		HSC6101
ARK	383251				2003	ARK	279		HSC6101
ARK	383255				2003	ARK	272		HSC6101
ARK	383256				2003	ARK	2H6		HSC6101
ARK	383257				2003	ARK	279		HSC6101
ARK	383260				2003	ARK	272		HSC6101

SAPMSBY0 sapap07 INS

FI Controlling – All cost centers used on positions will be assigned at the beginning of the new fiscal year to two components of Funds Management (FM), a fund and a funds center. The funds center is equivalent to the appropriation.



Integration Points in AASIS

Navigation	FM acct assgmt	A.	Commitm	Expense	Available
Customer for f	ARK/ETB0100 /707 /501:00:00	19.00	0.00	1,102,779.10	317,414.00
FM acct assgn	Total	19.00	0.00	1,102,779.10	317,414.00
Period					
Cost center					

FI Funds Management – The Funds Management module is where the budget is created. Budget amounts are loaded on the budget quad – fund/funds center/commitment item/functional area combination. All four of these components have to be correctly in place in order for payroll to process and post appropriately.

As reflected in the example above, Funds Management is where the commitment item 501:00:00 (regular salaries) deducts from the budget. The 'Expense' column reflects an amount the agency has spent. The 'Available' column reflects the monies available for the agency's salaries for the rest of the fiscal year.



Integration Points in AASIS

The screenshot displays a SAP Trial Balance report. The report header includes the menu bar (Report, Edit, Goto, View, Extras, Settings, System, Help) and the SAP logo. Below the header, the report title 'Trial Balance' is shown. The report parameters are: Agency: *, Fund: ET80100, and Period: 0..12. The report is organized into four columns: Debit, Credit, and Balance. The data is presented in a table format with various account numbers and descriptions.

	Debit	Credit	Balance
** Fund Balance	7,503,209.48	(9,097,719.43)	(1,594,509.95)
5010001000 00 Regular Sal	1,102,779.10	0	1,102,779.10
5010002000 01 Extra Help	99,955.75	0	99,955.75
5010005000 03 FICA & Medi	87,749.27	(127.01)	87,622.26
5010006000 03 Ben Ins Exp	113,620.00	0	113,620.00
5010006500 Agency Cost of	4,505.62	(83.51)	4,422.11
5010007000 03 Retirement	120,974.24	(0.01)	120,974.23
5010008000 03 Unemploy Co	10,223.35	0	10,223.35
5010010000 03 Work Comp P	1,020.88	0	1,020.88
** Salary Expense	1,540,820.21	(210.53)	1,540,609.68
5020001000 Postage	1,012.83	0	1,012.83
5020002000 Telecomm Wirel	2,641.83	0	2,641.83
5020003000 Telecomm Wirel	1,829.37	0	1,829.37
** Communication & Transp of	5,484.03	0	5,484.03
5030003000 Advertise Clip	10,391.41	0	10,391.41
5030004000 Film Processin	286.34	0	286.34
** Printing & Advertising	10,677.75	0	10,677.75
5030005000 02-Bldg & Grds	30,272.42	(10,450.00)	19,822.42

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FI Funds Management, continued – As reflected in the slide above, the General Ledger (G/L) account for Regular salaries is 5010001000. This G/L account is mapped to the commitment item 501:00:00. In order for the Trial Balance to reflect correct posting amounts, the following must be mapped correctly:

Position > Employee > Cost Center > Fund/Funds Center > Budget > Commitment Item > G/L account



Questions and Answers

